NCI-Frederick

LASP FACILITY
Data Management

April 2007

Next Users Meeting

The next FACILITY Users Meeting will be held **April 25 at 9:30 a.m. in the Building 426 Training Room.** All users of the FACILITY database are strongly encouraged to attend [or to send a representative]. New initiatives for implementation will be discussed. Any comments, questions, or concerns that you would like to have included on the meeting agenda should be sent to Michelle Ahalt **[ahaltm@ncifcrf.gov] before April 18.** Items not included on the agenda will only be discussed if time permits.

Program Overview

For those not familiar with FACILITY, this database created by Locus Technology, Inc. is currently being utilized by LASP to manage inventory billing, technical charges, Animal Study Proposals, and training records for all NCI-Frederick and Bethesda animal facility locations.
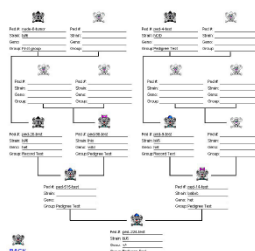
At the direction of our customers, LASP has recently started using FACILITY to track pedigree history for a small group of investigators at the NCI-Frederick. While not all investigators require this level of detail for his/her study objectives, the enhanced service provides a seamless transition for maintaining both crucial pedigree data for the investigator and automating inventory processes for LASP staff.

In 2007, LASP also integrated the data maintained in FACILITY with the new online *LASP Animal Facility and Animal Study Proposal [ASP] Access System*. This new online system provides investigators, facility managers, and technical staff with real-time inventory, ASP information, and customized reports to promote efficient colony management.

The Primary FACILITY Users Group [designated in early 2007] is currently working to enhance the capabilities of the FACILITY database. Some of the future initiatives that are currently being evaluated include:

- *Continuing to enhance the capabilities of FACILITY and the online LASP Animal Facility and ASP Access System as directed by our customers*
- *Conversion of current paper processing to online formats [i.e., animal health reporting, experimental study set-up sheets, etc.]*
- *Standardized inventory identification with bar coding technology*
- *Online posting of Animal Study Proposal forms to facilitate on demand access*

Pedigree Tracking

As mentioned previously, a small number of investigators have started using FACILITY to track his/her animal colonies. The system permits the technician to create mating/breeding cages, record associated plug dates, track the litters born, and subsequently genotyping and weaning the animals.

These actions automatically track litter and mating history for investigator use. The information is tracked real-time and made available to the investigators through the LASP online access system. If you think your investigators may be interested in such tracking, please have them send an email to Michelle Ahalt **[ahaltm@ncifcrf.gov]** to coordinate an overview session for pertinent staff members.

LASP Online Access System

The online *LASP Animal Facility and ASP Access System* has been designed to permit real-time animal inventory and ASP access for investigators, technicians, and administrative staff. If you have not already obtained access or think that an investigator you work with may be interested, please send an email to Michelle Ahalt **[ahaltm@ncifcrf.gov]**.

For those who have already have access, please be sure to bookmark the site [included below] in your web browser… suggestions for improvement are always welcome …

http://www.ncifcrf.gov/rtp/lasp/intra/facilityreports/login.asp

Automated Cage Cards

In an effort to meet the needs of administrative, animal care, and technical staff … LASP has recently implemented an automated cage card process to ensure that the minimally required information [along with general cage information required for technical/animal care needs] is pre-printed on the cage cards for use. Currently, two cage card formats [one for general stock and one experimental card] are available in the "Supplemental" system for use. Additional cards [breeding, holding, and other experimental versions] are currently being developed and are expected to be available April in 2007.

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Please contact Gene Oliver **[eoliver@ncifcrf.gov]** if you need assistance or guidance in using these cards.

Quality Assurance

Here are some reminders to ensure that accurate records are maintained in the FACILITY database – those responsible for data entry into FACILITY should check your current animal groupings at least monthly to correct any data entry errors/oversights:

- *Unless provided an official exemption [539-1CB, DTP, Cryo/Tg], all facilities in Frederick should be including nomenclature, date of birth, and sex on all individual animals maintained in the database [for Bethesda – only nomenclature is required at this time]*

- *Ensure that current ASP numbers, accounts, and Principal Investigators are properly maintained on all animal groups*

- *Euthanize **BEFORE** hiding animals … It is possible to hide an animal that has not been euthanized. FACILITY does not check the status of an animal being hidden … and if the animal is not euthanized properly prior to hiding … the animal is being counted incorrectly. In addition, if a "Group" itself is hidden, any animals not euthanized properly prior to hiding will also remain alive and continue to be counted. If live animals are hidden, any reports generated will incorrectly show live animals existing for expired proposals and inactive investigators. While not a billing issue, it will adversely affect the accuracy of AAALAC and ASP usage reports. We are in the process of fixing older issues with live animals being incorrectly hidden. Please review the applicable reports for your area[s] to correctly euthanize any hidden [live] animals and ensure that live animals are not being hidden in the future.*

Questions/Concerns/Comments

LASP is committed to enhancing the capabilities of FACILITY to meet the needs of its customers and its own staff. If you have any questions, concerns, or suggestions for improvement regarding the use of FACILITY or the *LASP Animal Facility and Animal Study Proposal [ASP] Access System* … please send an email to Michelle Ahalt **[ahaltm@ncifcrf.gov]**.